

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 13 June 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #24

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

A.

B.

- C. OTR Revised FY1957 and Estimated FY1958 Budget - The completed Preliminary Budget Estimates were submitted to Office of the Comptroller by the deadline 7 June 1956. OTR will be notified in advance of the date of a hearing scheduled for these estimates.
- D. Telephone Directories - Current listings of names, locations and telephone numbers of all personnel in OTR were obtained from the Schools and Staffs for inclusion in the OTR and CIA Directories to be issued in July 1956.
- E. OTR Courier Service - Adjustment of the courier schedule has been completed and the new schedule is operating satisfactorily. An OTR notice regarding the new schedule is being drafted.
- F. Registrar's Office:

1. The monthly report of Waivers and Deferments of Training Standards was forwarded to the DTR on 8 June. Copies of this report are also sent to SA/DDS, SA/DDI, SSA/DDS and

2. A report on WH Division participants in full-time and part-time OTR Courses during period July 1954 to June 1956 was prepared at the request of the DTR.

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3. A report on the number of students from the DDP enrolled in Intelligence School Courses during the period July 1955 to June 1956 was prepared at the request   
PPS.

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H. Delinquency Statements - A reply to the recent IBM delinquency statements was sent to Finance Division on 8 June 1956. All OTR advances have been settled.

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the functions and responsibilities of the Processing Section, specifically as related to activities of the Central Processing Branch. In addition, a specific problem regarding Detachment R returnees was settled.

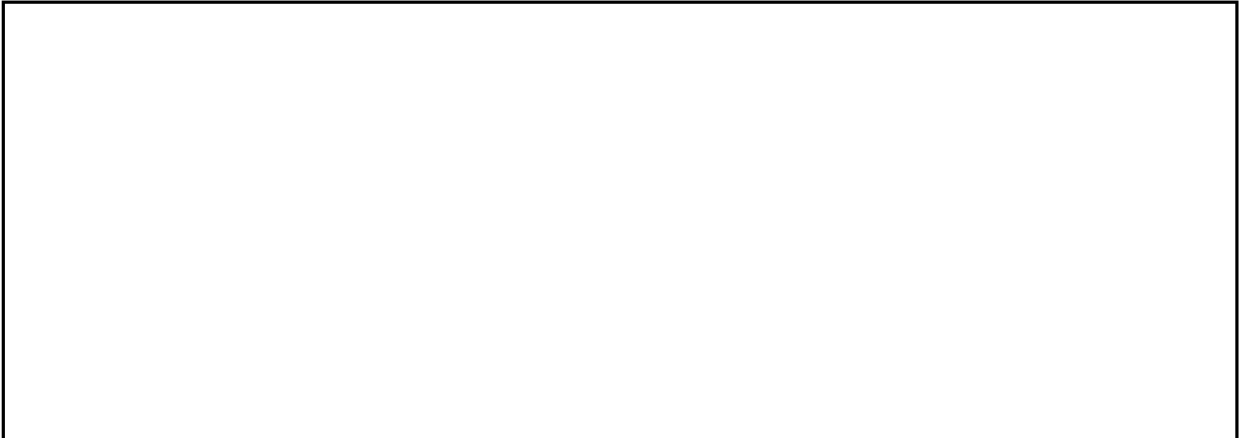
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N. Summer Employees - OTR received the first two "summer only" employees during the past week. The remaining ten individuals in this category are expected to EOD during the next several weeks.

O. PERSONNEL ITEMS:



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